Fulton County
Planning and Community Services
Parks and Recreation Division
Facility Reservation Application and Permit
5565 Stonewall Tell Road
College Park, Georgia 30349

Please Print Clearly **Site Code:**

Name of Applicant:		Date Received:
Name of Organization:		
Address:		
City:	County:	Zip:
Day Phone:	Evening Phone:	Fax Number:
Type of Event:	Date(s) of Event: _____ _____	Time of Event: Start: _____ End: _____
Facility Requested:	Reserved By:	
Number of Participants:	Refundable Deposit (Check Number):	Facility Use Fee $

Note: Applications will be approved within 48 hours. Make all checks payable to Fulton County Parks and Recreation. Please retain receipt and approved permit to present to authorized staff during your event. *Allow 4 to 6 weeks to process refunds after your event/ function or cancellation.*

For Departmental Use Only.

		No. of Staff @ $ / staff person			
Deposit Fee: $	Rental Fee: $	Staff Fee: $	Picnic Kit $	Total Due: $	**Total Paid** $

Receipt #	☐ Approved	☐ Not Approved

If not approved, explain: _____

Decorations: ☐ Yes ☐ No Candles: ☐ Yes ☐ No Other please describe:	
Set up and break down completed by staff only. Customer diagram attached ☐ Yes ☐ No	
☐ New Customer	☐ Repeat Customer

_____ _____
Print Name and Title of Employee Signature of Employee

_____ _____
Print Name and Title of Employee Signature of Employee